



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA
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CM/ECF Practice Pointer 12

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Practice Pointer 12: July 31, 2009 - Reminder to Retain Original or Originally Executed Copies of Documents

The United States Bankruptcy Court for the Northern District of Alabama reminds filers of documents with the Court that all originals or originally executed copies of documents listed in Administrative Order No. 04-1, Administrative Order Adopting Case Management/Electronic Case Filing Procedures (Bankr. N.D. Ala. May 7, 2004) or its Exhibit must be retained. The specific retention requirements from Administrative Order 04-1 and its Exhibit are:

C. Signatures; Affidavits of Service

1. Registered Attorneys and Parties with Legal Representation

All filings, which (a) must contain original signatures (b) require verification under FRBP 1008 or (c) contain an unsworn declaration as provided in 28 U.S.C. § 1746, shall be filed electronically or in accordance with the "Notice of Electronic Filing Procedures". Originally executed copies must be retained by the filer until three (3) years after the closing of the case. This retention period does not affect or replace any other retention periods required by other applicable laws or rules. Upon request of a judge in the bankruptcy case, the filer must provide original documents for review . . .

3. Pro Se Filers

All conventional filings, which (a) must contain original signatures, (b) require verification under FRBP 1008 or (c) contain an unsworn declaration as provided in 28 U.S.C. § 1746, must be submitted with full signature. The Clerk of Court will scan these documents, and the originals shall be retained until one (1) year after the closing of the case unless the Clerk of Court directs otherwise. This retention period does not affect or replace any other retention periods required by other applicable laws or rules.

If you have any questions, please email us at ecftrain@alnb.uscourts.gov.